



# Holly Lodge High School

College of Science

Holly Lane

Smethwick

West Midlands

B67 7JG

Tel: 0121 558 0691

Email: [info@holly-lodge.org](mailto:info@holly-lodge.org)

Website: [www.holly-lodge.org](http://www.holly-lodge.org)

Headteacher: Mr Imran Iqbal

Date

Dear

You have recently completed a request for a Leave of Absence which has been declined.

I need to make you aware of changes to the charges for Penalty Notices for unauthorised Leave of Absences.

With effect from 19<sup>th</sup> August 2024, The Department for Education have increased the amount of the Penalty Notice from £60 per parent per child, to £80 per parent per child, if paid within the first 21 days of the notice being issued. This will rise from £120 to £160 per parent per child, if paid within 28 days.

If the leave is taken in July, the original charges will apply. If, however, the leave is taken after 19<sup>th</sup> August (therefore absence from school in September), then the Penalty Notice will be issued at the new rate.

There are also other important changes which are explained on the attached leaflet. Please take the time to familiarise yourself with these.

Should you wish to discuss this, please contact us.

Yours Sincerely

Imran Iqbal

**Headteacher**